



# THE COMMONWEALTH OF MASSACHUSETTS

**MASSACHUSETTS EMERGENCY MANAGEMENT AGENCY**  
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**DEPARTMENT OF CONSERVATION AND RECREATION**  
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**December 4, 2006**

## **To Potential Pre-Disaster Mitigation (PDM) and/or Flood Mitigation Assistance (FMA) Grant Applicants:**

Enclosed you will find information for the Federal Emergency Management Agency's (FEMA) **2007 Pre-Disaster Mitigation (PDM) Grant Program** and **2007 Flood Mitigation Assistance (FMA) program**. These programs provide funds to states, territories, Indian tribal governments, and communities for hazard mitigation planning and the implementation of mitigation projects prior to a disaster event. Funding these plans and projects reduces overall risks to the population and structures, while also reducing the reliance on taxpayer-funded federal disaster assistance for disaster recovery. This funding is the culmination of the All-Hazard Mitigation Planning that many communities have completed or are completing with their Regional Planning Agencies. The Massachusetts Emergency Management Agency (MEMA) and Department of Conservation and Recreation (DCR) hope you will take this opportunity to consider applying for funding to mitigate your local natural hazards. For your information, this notice has been sent to the chief elected and/or administrative official, conservation commission, building official, planning official, public works director and emergency manager in your community. Communities should coordinate local project applications with these other local officials.

The application information, including PDM program guidance, can be downloaded by visiting the FEMA website at <http://www.fema.gov/government/grant/pdm/fy2007.shtm>. This website has all of the various publications issued for the PDM program. FMA program guidance and related materials can be accessed at <http://www.fema.gov/government/grant/fma/fma2007.shtm>. We request that you please download the program guidance and related documents and read it thoroughly before contacting MEMA and/or DCR with specific questions.

All applications for PDM & FMA must be submitted through FEMA's E-Grants Mitigation Grants system. MEMA is considered the grantee or applicant by FEMA and each local government, tribe, eligible non-profit or university applicant for funds are considered the sub-grantee or sub-applicant. You must complete a separate application for each project your community is applying for and Federal funding cannot exceed 75% of the project cost. The remaining 25% must come from local/non-federal funds. Additionally, there is a \$3 million dollar cap on federal funding per PDM project application. All sub-applicants must be participating in the National Flood Insurance Program (NFIP) if they have been identified through the NFIP as having a Special Flood Hazard Area. To be eligible for PDM project grants, applicants must have a FEMA-approved local Natural Hazard Mitigation Plan by the application deadline (February 5, 2007); FMA applicants must have a FEMA-approved flood mitigation plan by the FMA application deadline of February 28, 2007.

Congress has appropriated approximately \$100 million available nationwide for the 2007 PDM program and each application submitted will be competing nationally for funds. The

Commonwealth has been allocated approximately \$345,000 for the 2007 FMA program to fund flood-related mitigation projects. Since MEMA is the applicant, as mentioned above, we need time to review & organize all the individual sub-applications so they can be incorporated into the state's application. PDM applications are due to FEMA via their electronic application system (eGrants) by Monday February 5, 2007, therefore, the State deadline for local PDM applications (submitted via eGrants) is on (or before) 5:00pm Monday January 22, 2007. FEMA has established Wednesday February 28, 2007 as the FMA application deadline, therefore, the State deadline for local FMA applications (submitted via eGrants) is on (or before) 5:00pm Wednesday February 14, 2007.

Submitting applications by the State deadline also gives MEMA/DCR the opportunity to review each sub-application and suggest improvements that can be made to it before it is officially submitted to FEMA. Once MEMA submits the applications to FEMA, there will be no opportunity to submit additional supporting information. It is important that each applicant be aware that the program is competitive and FEMA will not be able to fund all projects.

To assist potential applicants considering applying for FEMA PDM and/or FMA funding, MEMA/DCR will host a grant program briefing and FEMA eGrants system training (same day). The grant program briefing will provide an overview of the programs, available funding and relevant application process/deadlines. Since FEMA requires applicants to use the eGrants application system, a training session will be held immediately following the program briefing on 12/15/2006. Interested applicants are encouraged to attend one (or both) of these sessions.

**2007 PDM/FMA Program Briefing – Q & A**

*Friday (12/15/2006)*

**10:00am – Noon**

*MEMA Headquarters*

*400 Worcester Road*

*Framingham, MA 01702*

**FEMA eGrants Application Training**

*Friday (12/15/2006)*

**1:00pm – 3:00pm**

*MEMA Headquarters*

*400 Worcester Road*

*Framingham, MA 01702*

**Space for this briefing/training may be limited, so reservations will be taken on a first-come, first serve basis. Please RSVP for the briefing and/or training to [shirletta.leung@state.ma.us](mailto:shirletta.leung@state.ma.us) [(508)820-1436].**

A few things to keep in mind about the programs as you consider moving forward with an application:

- The full application is due to MEMA (via E-grants) by **January 22, 2007 for PDM, and February 14, 2007 for FMA.** It MUST contain all of the required documentation, budgets and narratives. Please read the questions/sections carefully and include all of the information requested. The application must be totally complete or it will be rejected by FEMA.
- Both 'planning' and 'projects' are eligible activities but 'projects' are only eligible if a 'Natural Hazard Mitigation Plan' has been submitted to FEMA and approved BY FEMA's APPLICATION DEADLINE (February 5, 2007 for PDM, February 28, 2007 for FMA). Don't push your luck; get them in as soon as possible!
- Make sure that the problem is **clear** and the **solution** is provided as *Alternative 1* in the application.
- Refer to the guidance provided concerning what types of projects are eligible. Remember that FEMA mitigation grants cannot be used for projects already in progress. In addition, projects must meet the eligibility criteria outlined in the guidance to be considered for funding.

- It is important to remember that mitigation projects are intended to provide long-term, permanent solutions to hazard/flooding problems.
- FEMA funds can be packaged with other funds, but are not a substitute. All efforts should be made to use other funds before applying for PDM/FMA funding. In addition, PDM/FMA cannot be used as a match for other federally funded projects, nor can other federal funds (except CDBG and other types specifically identified in the guidance) be used as a local match for mitigation projects.
- FMA projects must benefit structures that are currently insured under the National Flood Insurance Program (NFIP).
- Mitigation funds are not intended for maintenance or repair projects that simply restore a system to its prior condition before a disaster event. Projects must be an improvement over the prior condition, e.g. increasing culvert or drain pipe size; elevating a home or utilities that were not previously elevated; increasing the height of a retaining wall, increasing size of a spillway, etc. Be sure to highlight the improvements that are taking place and make sure that the project is not simply restoring to a condition that existed prior to the storm/event. You need to detail what damages will be avoided by undertaking the project. Keep in mind what mitigation is...
- FEMA is available to provide technical assistance related to:
  - Benefit-Cost Analysis (BCA) - [bchelp@dhhs.gov](mailto:bchelp@dhhs.gov)
  - Engineering Feasibility – [enghelp@dhhs.gov](mailto:enghelp@dhhs.gov)
  - E-Grants helpdesk – [mtegrants@dhhs.gov](mailto:mtegrants@dhhs.gov)
- We are glad to try and answer any questions you may have throughout this process...

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